

Enterprise Human Resources and Payroll

#37 – *ADMIN CODE INTERFACE*



How will EHRP handle an Admin Code Interface file?

- An Admin Code Interface file is sent to EHRP on the 1st Tuesday of the pay period.
- EHRP runs the file on the 1st Wednesday of the pay period. The file updates the department table and the security tree.
- Once the update is complete, the system generates four separate reports per agency and automatically submits each report via email to each agency liaison. The naming convention for each report are as follows:
 1. (Agency Name) Added Dept ID Report
 2. (Agency Name) Changed Dept ID Report
 3. (Agency Name) Inactivated Dept ID Report
 4. (Agency Name) Inactivate Depts With Employee's Still in the Report